DOD 4205.1-H

DEPARTMENT OF DEFENSE

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

SMALL BUSINESS SPECIALISTS

TO ASSIST SMALL BUSINESS,
SMALL DISADVANTAGED BUSINESS,
WOMEN-OWNED SMALL BUSINESS,
AND LABOR SURPLUS AREA BUSINESS FIRMS

READEX FICHE best copy available

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FOREWORD

One of the primary objectives of the Department of Defense (DOD) is to acquire weapons and material which fully meet qualitative, quantitative, and delivery requirements--at the lowest overall cost. To achieve this objective, maximum emphasis is placed on full and open competition, with equal opportunity to all interested qualified suppliers to compete for defense contracts.

The Military Services and Defense Agencies have contracting offices located throughout the United States. Each service and agency has an Office of the Director of Small and Disadvantaged Business Utilization. They also have Small Business Specialists at each of their procurement and contract management offices to assist small businesses, small disadvantaged businesses, women-owned small businesses and labor surplus area firms in marketing their products and services with the DOD. These Specialists provide information and guidance on (1) defense procurement procedures, (2) how to be placed on the solicitation mailing lists, and (3) how to identify prime contract and subcontract opportunities.

The location of Army, Navy, Air Force, Defense Logistics Agency, and other DOD procurement and contract management offices, together with the names of the Small Business Specialists, are listed in this publication by state and city, alphabetically.

Some of the procurement offices listed in this pamphlet purchase only supplies and services required to meet local needs. Others have the broader assignment of central procurement responsibility for particular commodity requirements of one or more of the military departments.

BASIC PROGRAMS FOR SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, WOMEN-OWNED SMALL BUSINESS, AND LABOR SURPLUS AREA FIRMS

In the conduct of national and defense policies for small business, small disadvantaged business, women-owned small business, and labor surplus areas, the DOD has developed programs utilized by the Army, Navy, Air Force, Defense Logistics Agency, and other agencies, as follows:

1. Source Identification

Source identification is concerned with generating new small business, small disadvantaged business, women-owned small business, and labor surplus area business sources of supply for DOD requirements. Also, it involves locating qualified small business, small disadvantaged business, women-owned business and labor surplus area business firms and assisting them to get listed on appropriate solicitation mailing lists. Once on a solicitation mailing list, these firms receive Invitations for Bid (IFB) and Requests for Proposals (RFP) when the activity buys items or services of the type furnished by the particular business.

The Small Business Administration (SBA) assists the DOD by providing additional sources developed through their many programs and contacts with small business, small disadvantaged business, women-owned small business and labor surplus area firms. The SBA, as part of their active outreach effort, has developed the Procurement Automated Source System (PASS). The purpose of this system is to improve the potential for prime contracting and subcontracting for small firms, as well as being responsive to the requests of government agencies and major corporations for profiles of potential bidders.

2. Small Business and Labor Surplus Preferences

Under certain conditions, the buying activity is authorized to set aside procurements, either in whole or in part, for competition restricted to small business and/or labor surplus area concerns. In general, these set-asides can only be made when there are at least two qualified small or labor surplus area concerns to assure adequate competition.

3. Small Disadvantaged Business Program

The SBA is authorized to enter into contracts with federal agencies and to subcontract performance of those contracts to small, socially and economically disadvantaged businesses. The DoD participates in this program by offering requirements to the SBA for subcontracting with firms approved by the SBA for participation in its Section 8(a) Business Development Program. For additional information about the 8(a) program, contact your nearest SBA regional office. A list of these offices is provided on pages 72-73 in this publication. In addition to the section 8(a) preference program, the DoD has a special program involving a five percent goal for small disadvantaged business, historically Black colleges and universities and other minority institutions. In conjunction with this, there is a newly-established small disadvantaged business set-aside program, an evaluation factor up to ten percent on unrestricted procurements, and special technical assistance to small disadvantaged business firms.

4. Subcontracting

The DOD requires that its prime contractors make the maximum use possible of small business, small disadvantaged business, women-owned small business, and labor surplus area firms in its subcontracting program. The DOD uses a special subcontracting clause in contracts with large business under certain conditions (i.e., when in excess of $500,000 dollar value, and with a potential for subcontracting). When these conditions are met large business prime contractors must establish a plan designed to maximize the participation of small and small disadvantaged business concerns as subcontractors. DOD and SBA personnel make periodic reviews at contractors' plants to check compliance with this program. Annually, the DOD publishes a directory entitled SMALL BUSINESS SUBCONTRACTING DIRECTORY, which lists alphabetically by state all the prime contractors having subcontracting clauses in their contracts. This directory lists prime contractors by operating division and address, to include the name and telephone number of the Small Business Liaison Officer, an employee of the contractor designated to assist small and disadvantaged business firms. This directory may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

5. Federal Procurement Conferences

These conferences are held in conjunction with other federal agencies in order to provide an opportunity for small business to meet with procurement specialists from military and civilian agencies, as well as federal prime contractors. Procurement specialists inform businesses on (1) federal procurement and contracting processes; (2) aids and services available to business; and (3) opportunities to sell to federal agencies and prime contractors.

6. Counseling and Assisting

Each DOD procurement office and contract management office has the responsibility to counsel and assist small business, small disadvantaged business, small women-owned business, and labor surplus area business firms on any problem they may have in understanding procurement regulations and practices, determining the appropriate buying office for their product, or acquiring pertinent data on present or future DOD procurements. This function is performed by the DOD Small Business Specialists listed in this publication.

SELLING TO THE MILITARY

The major DOD procurement offices and the products and services they purchase are listed in SELLING TO THE MILITARY. This publication may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

SOLICITATION MAILING LISTS

A business firm seeking to participate in DoD procurement should inform military procurement offices of products or services it has to offer and request that the firm be placed on appropriate solicitation mailing lists. Copies of Standard Form 129, "Solicitation Mailing List Application", are available at most federal agency procurement offices. A copy of this form is included in SELLING TO THE MILITARY.

Each procurement office maintains lists of firms that are capable of supplying products or services purchased by the office. Firms on the bidder's list are automatically supplied "Invitations for Bid" or "Requests for Proposals" on new procurements.

Normally the submission of Standard Form 129, "Solicitation Mailing List Application", with complete and exact information about the products or services on which a firm wishes to bid is sufficient to secure placement on a bidder's list. However, in some cases, procurement offices may require that additional information be supplied.

COMMERCE BUSINESS DAILY

The COMMERCE BUSINESS DAILY is a valuable source of information for businesses attempting to identify products and services which individual military procurement offices are currently buying. The publication also lists proposed procurements of other federal agencies; subcontract opportunities offered by defense prime contractors; recent contract awards, which, in turn, provide leads to additional subcontract opportunities; surplus sales information; and other pertinent information on federal procurement activities.

The COMMERCE BUSINESS DAILY is published Monday through Friday and may be purchased on annual subscription of $261.00 (1st Class) and $208.00 (2nd Class). Trial subscriptions are available. To order, send remittance with full mailing address to Superintendent of Documents, Government Printing Office, Washington, D. C. 20402-9371, Telephone: 202/783-3238. Purchase order must be accompanied by payment. Visa, , Choice, and MasterCard are accepted. Make checks or money orders payable to Superintendent of Documents. Allow at least 6 weeks for delivery of the first issue.

ADDITIONAL SOURCES OF INFORMATION

The Small Business Administration, General Services Administration, and the Department of Commerce also have field offices in many cities. These offices are equipped to assist business firms in locating opportunities to participate in federal procurement.

Local DoD activities listed in this publication and field offices of other federal agencies should be the initial contact for assistance and guidance on how business firms can participate in defense work.

Abbreviations:

(DoD)	Department of Defense
(A)	Army
(N)	Navy
(AF)	Air Force
(DLA)	Defense Logistics Agency
(*)	Full-Time Small and Disadvantaged Business Utilization Specialists

Key Acronyms:

DPRO	-	Defense Plant Representative Office
DCMD	-	Defense Contract Management District
DCMAO	-	Defense Contract Management Area Operation
TMO	-	Transition Management Office

ALABAMA

Anniston

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Huntsville

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HQ Standard Systems Center/PKP (AF)
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AC 205/279-5560

3800 Air Base Wing/LGC (AF)
Maxwell AFB
36112-5320

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99506-5320

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Edwards

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Lompoc

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Redondo Beach

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